

East Boston Camps Master Plan Committee

Minutes of September 15, 2005

7:30AM

Millennium School Administration – Conference Room B

*The following are minutes of the Town of Westford – East Boston Camps Master Plan Committee meeting of September 15, 2005. A permanent set of these minutes (maintained for a period of six years) is retained in the Town Clerk's office. A set of these minutes are also available in the Town Manager's Office.*

Members Present: Board of Selectmen – Dini Healy-Coffin, Citizen Representatives: Denise Brunelle, George Fletcher, Angela Harkness, Kirk Ware, Parks & Recreation Commission – Mary Ellen Tynan

Present: Town Manager – Steve Ledoux, Assistant Town Manager – Norman Khumalo  
Parks, Recreation, & Cemetery Director – Patricia Savage

Visitors: Paul Cully, Marian Harman

Handouts: Meeting Agenda, Summary of research on accounts for deposit of funds,  
Directory of Resident Camps in Massachusetts

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The meeting was called to order at 7:35AM by Chair Kirk Ware

AGENDA

- Approval of Minutes
  - July 28, 2005 – approved
  - August 25, 2005 - approved
- Old Business
  - Sign Status – no new information
    - Trail Signs (website letter suggestion) Kirk had received a website letter regarding the signage and the difficulty in know where to park; marking of trails, and unleashed dogs. The maps are there but there were no clear markings for parking and trail heads.  
The Committee discussed the marking of trails – types of signage, location of markings, what to identify and what currently exists. Denise and George volunteered to review the existing signage and trails. Norman asked if the purpose was just to identify or to create the trail section of the Master Plan which includes the location/development of trails, maintenance plan, markings etc.
  - Dog unleashed on property – Committee took no action; Town By-law in place
  - Survey Status – Kirk Ware – contract has been signed with GPR  
The surveyor has requested a copy of the Title Abstract (contact Steve's office) topographical survey (AutoCAD & hard copy), aerial photos (Norman will respond)
  - History Continuing work in progress. Kirk asked Marian Harman about the cost of the Trail Books. She thought they were \$5 or \$6

- Report on Meeting with Community Preservation Committee (CPC)  
Kirk met with the CPC to update them on the EBCMP meetings/actions. The Committee was pleased to hear about EBCMP activities. There is an issue with using CPA funds to renovate buildings additionally taking an historic approach may restrict or prohibit existing uses. The CPC or representatives may be invited to one of the EBCMP meetings.
- Website Update/Correspondence Received/Blind Response Possible  
Max has taken a new position and will be resigning from the Committee. Mary Ellen Tynan has taken his place from the Parks and Recreation Commission and she is also a representative to the CPC. Someone needs to take over the contact with the web contractor to continue the work Max has done.  
Correspondence to the website is reaching Kirk. He is able to respond with a blind response so the receiver does not get Kirk personal e-mail address.
- Building/facilities condition survey(s)  
Peter Berube is conducting a survey of buildings and completing a cost analysis [repair/replace/rebuild/demolish/new construction]. The report should be ready in about a week (9/23). Norman will scan in the report and send it as a PDF file to the Committee. Peter would be able to meet with the Committee to review the report.
- Research options for holding funds for future use at EBC –Kirk handed out a sheet with three options: 1. Revolving account (MGL Ch 44 § 53E1/2) 2. Existing 501 (c) 3 Non-profit Corporation and 3. Create a new 501 (c) 3 Non-Profit Corporation  
The Committee discussed the various options and it was generally agreed that a combination may work best. A subcommittee was formed to review the process for formation of a 501 (c) 3 corporation. Dini stated there are opportunities for donations to the EBC from families and friends in memory of a deceased individual. In lieu of flowers donations may be made to the EBC.
- Camp RFP Draft Comments – A subcommittee created a draft RFP for the operation of camps and was seeking comments. Steve stated that typically RFP includes the criteria for selection and how each factors in to the overall decision. Generally there would be a walk through of the area and required submittal date. The RFP would be part of the Master Plan for East Boston Camps and Town Meeting has the final approval. The RFP would be conditional upon approval of Town Meeting which may prevent some organizations from responding. Norman will e-mail additional information that is typically included in an RFP, dates the programs would run. The draft will be sent to several groups for review and feedback. Nancy will send the draft RFP requesting feedback to: East Boston Social Centers, Inc, Local YMCA, Fresh Air Camps, Recreation Department, and Becket-Chimney Corners YMCA Steve and Dini had a conversation with John Kelly, East Boston Social Centers, Inc. Four items were discussed: Revenue; Westford Recreation

running a Day Camp with East Boston running the overnight program; EBSC seeking funding from Hyams; and development of a 5 year model for use, maintenance, and improvements.

John let Dini and Steve know they (EBSC) were “dedicated to keeping the program alive” and they are willing to work with the Town to make that happen. He is very much interested in meeting and they (EBSC) are interested in next year.

There may be some grant opportunities for EBSC and with some of the political clout an opportunity for raising funds

- Possible Camp Operators List

A list of Resident Camps in Massachusetts was handed out.

#### NEW BUSINESS

- Caretaker’s salary - As of 10/1/05 George is finished being paid by EBSC. George is willing to continue. Dini is waiting to hear back from John Kelly.

NEXT MEETING SEPTEMBER 29, 2005 7:30AM IN BACK CONFERENCE ROOM

Meeting adjourned 9:05AM

*Accepted and approved as corrected September 29, 2005*